



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

| | | | |
|---|---|--------------------------|-------------------------|
| Submitted Date 01/21/2015 | Employee Requisition Number ER-15118 | JOB OPPORTUNITY | |
| Title/Position: CENTER SUPERVISOR | | | |
| Pay Grade HG 8 | Salary Range \$25,168-32,822 | Classification Hourly | |
| Department: HEAD START | Location: Okmulgee | Location Code: 108 | FT/PT 1-Full Time |

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

| | |
|--|---|
| General Summary: | Documents progress of all Head Start content areas and maintains records on center operations. Assures integration of content areas with appropriate agencies, programs and committees. Attends training to further knowledge of content areas. Supervise and evaluate job performance of all center staff under their supervision. |
| Principal Duties and Responsibilities: | <p>Approve all leave for subordinates, including all center staff (sick, annual, adjustment of schedule) following Muscogee (Creek) Nation Policy and Procedure Manual.</p> <p>Responsible for assessing the training needs for CDA for all teaching staff. Must assure the CDA training is completed within a specified span of time and stay current of all new rules and changes for the program.</p> <p>Plan, coordinate and integrate all content areas within the Head Start programs for individual centers.</p> <p>Initiate purchase orders for supplies as needed.</p> <p>Responsible for assuring the centers are meeting their staff/child ratio in classroom, playgrounds and vehicles. Must be willing to substitute for teaching staff when needed.</p> <p>Must visit each classroom at least once a week and submit site visit forms to the Education Specialist after visit.</p> <p>Responsible for assuring the centers are safe according to licensing standards.</p> <p>Responsible for assuring that centers are complying with lesson plans, daily schedules, meal times, supervision of children, in accordance with all governing documents i.e., CACFP, Performance Standards, NAEYC, licensing requirements, IHS reports, education files, FSW files and cook's files.</p> |



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Obtain and maintain a professional credential within specified time periods that is recognized by Early Childhood educators nationwide, i.e., an Associate's Degree, Child Development Associate Early Childhood Degree. Must submit a copy to manager/director.

Diligently pursue basic Muscogee (Creek) language skills and continue to expand from words and numbers to practical phrases.

Responsible for reviewing each center's monthly reports for accuracy and assuring all reports are on time and submitted to the program specialist.

Provides ongoing training for all teaching staff through in-service workshops and working with staff in the classroom.

Provides guidance, both professional and personal, according to individual trainee's needs.

Participates in the development and implementation of the Training and Technical Assistance plan.

Attends Management team meetings and conducts center staff meetings.

Attends in and out of region training or conferences with approval of the program specialist and/or director.

Insures that the Head Start multi-cultural principals are reflected in local program specialist and/or director.

Submits a newsworthy article on a quarterly basis for the program newsletter. Assures that each center is sending monthly center specific newsletters to all parents regularly.

Interviews and selects potential center applicants when there is an opening.

Assists in implementing the content Service Plans for MCN Head Start Program.

Conducts recruitment of Head Start in local area, implement enrollment process of all children, and makes selection of children based on eligibility, monitors attendance and maintains full enrollment, replacing children within 30 days of vacancies.

Must assist in providing orientation to all new staff assigned to your respective centers.

Must be familiar with the Performance Standards and implement them into the classroom and be willing to participate in on-site reviews.



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

| | |
|---|--|
| | <p>Must dress and conduct self in a professional manner befitting the position at all times, whether at the center, at the office, at meetings, workshops or conferences.</p> <p>Must have a physical annually and an initial TB skin test upon hire.</p> <p>Must document and report suspected child abuse, neglect, etc. as required by the Muscogee (Creek) Nation Head Start policies and tribal, state and federal laws.</p> <p>Must sign statement of understanding and verification of training on reporting procedures and responsibility of reporting abuse, neglect, etc.</p> <p>Performs other duties as assigned by the director or program specialist on activities related to program philosophy.</p> <p>Responsible for one classroom files for centers that have three classrooms, scheduling and documentation of all preliminary screening, follow-up appointments and referrals for each child in their assigned center and assisting in helping families establish a medical home. Provide transportation for children and families to medical and dental facilities, home visits.</p> <p>Narrative submitted with monthly reports.</p> <p>Responsible for Child Team Study that helps contribute to PIR and Child Health Summary.</p> <p>Responsible in helping FSW in doing hearing screenings.</p> <p>Must actively pursue and earn an Early Childhood bachelor's degree.</p> <p>Must obtain a CDL and an Oklahoma Bus Drivers Certificate within the first six (6) weeks of employment.</p> <p>Must attend and obtain a certificate in First Aid/AED, CPR, MAT and Food Handlers License as scheduled by the program.</p> <p>Shall perform any and all other duties as assigned.</p> |
| Minimum Requirements: | Associate Degree in Early Childhood or CDA. Experience in coordinating and planning program. |
| Preferred Requirements: | Bachelor's Degree in Early Childhood or CDA with five (5) years and Early Childhood Certificate. |
| Valid Oklahoma Driver's License required? | Yes |
| Please list any additional licenses required: | CDL (Commercial Driver's License) |



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284
